

SEVERE WEATHER - MANAGEMENT OF SLIP RISKS PROCEDURE

INTRODUCTION

This procedure outlines the action to be taken by all employees in the event of extreme weather conditions to minimize slips, trips and falls.

For the purpose of this procedure extreme weather conditions are defined as frost, ice or snow.

PROCEDURE

The purpose of the procedure is to assist reduce the risk of slipping and falling within premises over which Tayside Contracts management has the necessary degree of control and authority through adoption of the following actions:

1. Each Senior Manager (as designated in the table below) must
 - appoint a 'responsible person' at supervisory level who will oversee the management arrangements during extreme weather conditions;
 - liaise with other Senior Managers where appropriate and who can provide additional assistance during extreme weather conditions;
 - adopt the principles of this procedure in relation to each of their controlled premises whilst considering individual requirements, known hazards etc.

Table of Relevant Designated Senior Managers

Premises (controlled)	Senior Manager
Ruthvenfield Depot	RMP Manager
Dundee (Contracts House/Fairmuir Depot)	RMP Manager
Forfar Depot	Works Manager(Angus)
Arbroath Depot	Works Manager(Angus)
Blairgowrie Depot	RMP Manager
Blair Atholl Depot	RMP Manager
Collace Quarry	Quarry Manager
Tay Cuisine	Facilities Business Improvement Manager

2. Where extreme weather conditions are expected, the 'responsible person' must ensure that consideration is given to the following by priority and as reasonably practicable (i.e. taking into account the availability of resources, weather conditions):
 - a. gritting controlled premises (as above) including parking bays, walkways and thoroughfares on a forecast of extreme weather conditions either the **night before or early morning**
 - b. salt or grit is spread on existing walkways or thoroughfares on a forecast of extreme weather conditions either the **night before or early morning**

In the event of unexpected extreme weather conditions appropriate action should be taken where reasonably practicable to clear/maintain walkways and thoroughfares as early as possible.

3. The Senior Manager in liaison with the 'responsible person' will ensure that there is a provision of salt available for use at each of the listed locations.
4. In addition, each Senior Manager in liaison with the 'responsible person' must give due consideration to particular areas within the locations which may be more potentially hazardous due to their nature.

MANAGEMENT ARRANGEMENTS

To ensure that the procedure is followed, the Senior Manager in liaison with the 'responsible person' and other Senior Managers (as above), must ensure the following:

1. In advance of the winter period:

- Parking bays, walkways and thoroughfares within their location are identified
- Equipment is identified/available to undertake the duties of gritting and/or clearing key walkways
- Arrangements to close walkways/areas/routes that are identified as particularly hazardous due to conditions are agreed
- Ensure that all employees under their jurisdiction are made aware of this procedure and their associated responsibilities
- Assess floor surfaces etc for potential slips
- Ensure sufficient matting at entrances to prevent 'walking in' water from outside

2. During extreme weather:

- Weather reports are monitored to identify/forecast extreme weather conditions
- Equipment is identified/available to undertake the duties of gritting and/or clearing parking bays, walkways and thoroughfares
- Operatives are identified for delegated duties of gritting and/or clearing parking bays, walkways and thoroughfares
- Monitor all activities as required within the Management of Slip Risks in Extreme Weather Conditions Procedure and Responsibilities

EMPLOYEES' RESPONSIBILITIES

Whilst Tayside Contracts management will take all reasonably practicable measures to prevent the risk of slipping, as detailed within this procedure, a large degree of responsibility for avoiding slips and falls in severe weather conditions lies with employees.

Therefore, all Tayside Contracts employees must:

- Take reasonable care and attention when there is extreme weather conditions
- Wear appropriate footwear for the weather conditions
- Be aware that during extreme weather conditions, not all parking bays, walkways and thoroughfares will be treated
- Where possible, walk on areas that have been treated with salt/grit or cleared
- When using outdoor steps, where possible always use the handrail
- If driving, be mindful of acceptable car parking restrictions due to non-clearing of snow
- Ensure that they comply with Tayside Contracts' Severe Weather Policy.

PROCEDURE REVIEW

The Severe Weather - Management of Slip Risks Procedure will be reviewed annually.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk